

Position Title: Deputy

Reports To: Sheriff/Chief Deputy

Department: Bailey County Sheriff's Office

Position Summary:

The Deputy - Duties include but not limited to: Investigating crimes against person and property, and provide law enforcement services and assistance for county. Knowledge and skills required include: Basic computer skills/knowledge; Communication skills, both verbal and written with proper use of English grammar; Knowledge of Penal Code and Code of Criminal Procedures; Weapons proficiency. Physical requirements include; Ability to lift 10-20 lbs. frequently and 20-50lbs occasionally; Ability to work shift hours, weekends, holidays and be on call. Required certificates or licenses: High school diploma or GED equivalent, Valid Texas Driver's license with an insurable driving record, must possess Peace Officer License for the State of Texas, and pass a criminal background check.

Essential Job Functions for Deputy:

- Work under the direction of Chief Deputy and the Sheriff
- Respond to 911 calls and other non-emergency calls for service
- Effectively and efficiently conduct patrol tactics, traffic stops, other proactive crime prevention, and enforcement strategies
- Conduct preliminary and follow-up investigations for reported crime
- File criminal cases in a timely manner with the County Attorney and District Attorney
- Transport inmates, juveniles, and mental health patients when required
- Bailiff Courts
- Be a Team Player

Minimum Qualifications:

- Must possess a Peace Officer License issued by TCOLE
- Must be in good physical and mental health and free of any drug dependency or illegal drug use
- Must be free of any criminal record (Above a class C misdemeanor)
- Must possess a valid Texas Driver's License
- Must be willing to pass a drug screen and physical
- Must be willing to work 12-hour shift with every other weekend off

Limitations and Disclaimer

The Above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Job Description

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Supervisor's Name Title

Supervisor's Signature Date